



Los Angeles County Commission on Human Relations

320 West Temple Street, 1184 Hall of Records
Los Angeles, California, 90012

(213) 974-7611
<http://www.lahumanrelations.org>

UNIFORM PUBLIC HEARING PROTOCOLS

DUTIES AND POWERS OF COMMISSION CHAIR: The Commission Member who is acting as Chair of the Hearings shall hereafter be referred to as the Chair.

The Chair shall possess the powers, and perform the duties prescribed, as follows:

- a. Have general direction over the meeting and assign seats for the use of the members;
- b. Preserve order and decorum; prevent demonstrations; order disruptive individual removed from the meeting room or order room cleared whenever he/she shall deem it necessary (Government Code Section 54957.9 see Appendix);
- c. Assure that attendants of the public at meeting shall be limited to that number which can be accommodated by the seating facilities regularly maintained therein. No standees shall be permitted whenever it violates fire code or other safety regulations or policies;
- d. Allocate the length of time for public discussion of any matter in advance of such discussion, with the concurrence of the Commission;
- e. Allocate equal time to opposing sides insofar as possible taking into account the number of persons requesting to be heard on any side;
- f. Limit the amount of time that a person may address the Commission during a public discussion period in order to accommodate those persons desiring to speak and to facilitate the business of the Commission.

REMOVAL FROM COMMISSION MEETINGS. At the discretion of the Chair or upon vote of the Commission, Chair may order to remove from the meeting any person who commits the following acts of disruptive conduct in respect to a regular, adjourned regular or special meeting of the Commission:

- a. Disorderly, contemptuous or insolent behavior toward the Commission or any member thereof, tending to interrupt the due and orderly course of said meeting;
- b. A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting;
- c. Disobedience of any lawful order of the Chair, which shall include an order to be seated or to refrain from addressing the Commission;
- d. Any other unlawful interference with the due and orderly course of said meeting; and;
- e. Any person so removed shall be excluded from further attendance at the meeting from which he/she has been removed, unless permission to attend is granted upon motion adopted by a majority vote of the Commission;
- f. In addition, any person so removed on the basis of disruptive conduct described above may not be allowed to address the Commission for up to a maximum of ninety (90) days. The period of prohibition from addressing the Commission will be determined by the Commission President or Committee Chair, or the Commission upon a vote, based on the number and severity of prior incidents of disruptive conduct.

REQUESTS TO ADDRESS THE COMMISSION ON AN AGENDA ITEM. A person requesting to address the Commission will be allowed a total of three (3) minutes or less per meeting unless the time is adjusted by the Chair as deemed appropriate given the nature of the matter and the need for adequate time to carry out the business of the Commission. Requests to be heard must be submitted to the Commission staff through the use of an approved "Speaker Request" form before the item is called. Any individual found to have engaged in disruptive conduct, as defined above, may be prohibited from addressing the Commission at future meetings as set forth above.

Speaker Request forms shall request the following information from the constituent:

- The name of the Board, Commission, Committee
- Agenda item number to be discussed or Public Comment
- If the constituent is in favor/opposed to the agenda item
- Constituent's name
- Constituent's telephone number (optional)
- Constituent's address (optional)
- Name of organization (if applicable)
- A brief summary of the constituent's position on the matter (Optional)

ADDRESSING THE COMMISSION. No person shall address the Commission until he/she has first been recognized by the Chair. The decision of the Chair to recognize or not recognize a person may be changed by order of the Commission. All persons addressing the Commission shall give their name for the purpose of the record. The Chair may, in the interest of facilitation the business of the Commission, limit or expand the amount of time which a person may use in addressing the Commission.

USE OF CELL PHONES AND PAGERS DURING BOARD MEETINGS. All pagers and cell phones belonging to the public, press or County personnel must be placed on vibrate or silent mode or turned off while a Commission meeting is in session.

PUBLIC COMMENT – NON-AGENDA ITEMS. Notwithstanding any other provision of these rules, members of the public shall have the right to address the Commission on items of interest which are within the subject matter jurisdiction of the Commission. A person requesting to address the Commission on a non-agenda item may be allowed up to three (3) minutes per meeting. Any person addressing the Commission shall avoid personalities on any agenda or non-agenda item. Any individual found to exhibit disruptive conduct, as defined above, may be prohibited from addressing the Commission agenda items and during public comment at future meetings as set forth above.

ROBERT'S RULES OF ORDER. The proceedings of the Commission shall be governed by the provisions of law applicable thereto and, except as herein otherwise provided, by the Commission Bylaws and Robert's Rules of Order, newly revised. Provided, further, that the failure to follow the Rules of Order or these rules shall not invalidate any action taken.